

**Job Description:**

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| **Post:** | ***Educational Visits Coordinator*** |
| **Salary Grade:**  **(fixed salary)** | *Grade 4, Point 15 - £25,430.79* |
| **Responsible to:** | *Head of Curriculum Support & Admissions* |
| **Responsible for:** | *4 X Minibus Drivers* |
| **Location** | *The postholder will be required to travel across all College sites as and when necessary* |

**Key Purpose:**

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| **1** | To act as the College Educational Visits Co-ordinator (EVC) authorising all trips, daily shuttles between campuses, day and residential, whilst being the focal point of contact for all trip related queries |
| **2** | To Line Manage College Minibus Drivers and co-ordinate MIDAS driver training and certification |

**Key Responsibilities and Accountabilities:**

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| **A** | Manage College’s online booking system for all trips and vehicle usage ensuring the most current information is available. |
| **B** | Schedule Management for Minibus Drivers and all college vehicles. |
| **C** | Develop, implement, manage and improve the College’s online booking system for trips and workflows for authorisation. |
| **D** | In the capacity of EVC, liaise with Trip Leaders being the focal point for learning and instruction on process for trip organisation. |
| **E** | Act as point of liaison for Hampshire County Council’s contracted EVOLVE Team and deliver training to staff across college campuses. |
| **F** | Support Trip Leaders and teaching staff with the arrangement of trips and visits, utilising experience and network relationships from Travel industry developed on behalf of the College. |
| **G** | To ensure all international students meet visa requirements and work closely with the International Co- Ordinator |
| **H** | Ensure best value for money and the highest quality experience for our learners on all trips leaving the College |
| **I** | Ensure assessment of all risks have been considered and logged for all trips leaving the college. Verify that all Risk Assessments and Student Risk Assessments are compliant to Hampshire County Councils approval recommendations. (IoSH training required) |
| **J** | Monitor payments and liaise with Trip Leaders. Book all tickets and requirements for trips. Liaise with Finance to ensure all costs are covered in timely manner |
| **K** | Liaise with Minibus provider securing the most cost-effective solutions and lease arrangements as required |
| **L** | Liaise with College Insurance provider to ensure appropriate insurance is in place for all minibuses and college owned vehicles |
| **M** | Maintain an up-to-date and appropriate ‘Off Site Activities’ Policy for the College |
| **N** | Produce an annual report on the College’s Off-Site Activity |
| **O** | Ensure that minibus 12 weekly safety checks are undertaken. |
| **P** | Manage college vehicle fuel and charge out to relevant departments. |
| **Q** | Control minibus budget, including the costing out of charges to the relevant departments. |
| **R** | To prepare the templates, make them readily accessible, ensure that they meet the required health and safety standards and are GDPR compliant expected for educational visits |
| **S** | Manage College Minibus Drivers schedules and workload to ensure the smooth running of all trips. |
| **T** | To set BlueSky objectives for your team and review through 1:1’s. |
| **U** | Pro-actively support the college’s Vision, Mission and Values and communicate them effectively, leading by example and demonstrating these through leadership style and behaviour |
| **W** | To participate actively and flexibly in a range of college-wide activities such as enrolment, marketing events, staff and student activities. |

**Cross-College Responsibilities and Accountabilities:**

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| **1** | Participate in Performance Management and professional development activities as required. |
| **2** | Value and promote diversity and equal opportunities. |
| **3** | Work within Health, Safety And Environmental guidelines and be aware of responsibilities for staff and college alike. |
| **4** | Adhere to College policies and procedures. |
| **5** | Be responsible for safeguarding and promoting the welfare of young children, young people and vulnerable adults. |

This job description is current as at the date shown below. In consultation with you, it is liable to variation by management to reflect or anticipate changes in or to the job. You are liable to undertake such other duties as may reasonably be required of you, commensurate with your grade, at your initial or present place of work or at any other of the College’s operational sites.

**Person Specification**

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|  | **QUALIFICATIONS & TRAINING** | **Essential** | **Desirable** | **How assessed** |
| i | Good general education to include Maths and English to Grade C, or willingness to undertake | Y |  | A |
|  | **KNOWLEDGE, EXPERIENCE & UNDERSTANDING (CURRENT)** |  |  |  |
| ii | Knowledge and understanding of IT packages to include Microsoft Excel and Word | Y |  | A |
| iii | Experience of working within an Administrative function | Y |  | A/I |
| iv | Experience of working within a travel agency environment |  | Y | A/I |
|  | **SKILLS & ATTRIBUTES** |  |  |  |
| vi | Excellent interpersonal skills | Y |  | I |
| vii | Ability to demonstrate flexibility and initiative | Y |  | A/I |
| viii | Strong organisational skills | Y |  | A/I |
| ix | Strong analytical skills | Y |  | A/I |
| x | A positive outlook | Y |  | A/I |
| xi | Strong written and verbal skills with the ability to communicate with a diverse range of people | Y |  | A/I |

Key to assessment methods:

A = Application

I = Interview

P = Presentation

W = Written assessment